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## **Unit 5: Briefings**

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## **Unit 5. Briefings**

### **Unit Objectives**

At the end of this unit, students will be able to:

- Describe components of field, staff, and section briefings/meetings.
  - Plan to give an operational period briefing.
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### **Scope**

- Unit Introduction
  - Unit Objectives
  - Types of Briefings
  - Briefing Information
  - Activity: Briefing Information
  - Operational Period Briefing
  - Activity: Operational Period Briefing
  - Summary
- 

### **Methodology**

This content in this unit is presented using a combination of instructor presentations and discussion questions. The unit begins by reviewing the types of briefings. The instructor will facilitate an activity to identify the types of information included in common types of briefings. The next topic covers the purpose and agenda for the operational period briefing. The final activity allows the students to apply what they have learned in this unit through developing and then presenting briefings about a scenario incident.

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## Unit 5. Briefings

### Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Unit Introduction Unit Objectives Types of Briefings	8 minutes
Briefing Information Activity: Briefing Information	15 minutes
Operational Period Briefing	10 minutes
Activity: Operational Period Briefing	55 minutes
Summary	2 minutes
<b>Total</b>	<b>1 hour 30 minutes</b>

### Materials

- PowerPoint visuals 5.1 – 5.15
- Student Manual

### UNIT INTRODUCTION

#### Visual 5.1

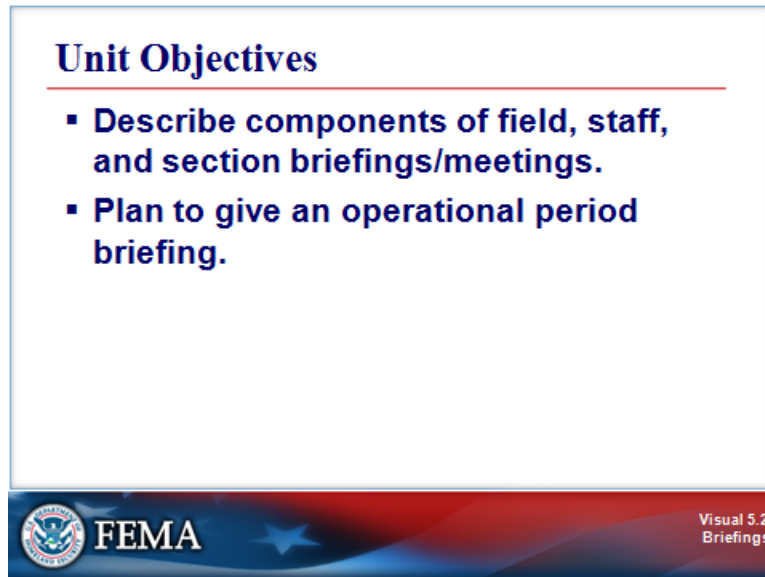


**Instructor Notes: Present the following key points.**

The purpose of this unit is to familiarize you with different types of briefings and meetings. The activity at the end of the unit will provide an opportunity to practice presenting an effective operational briefing.

### UNIT OBJECTIVES

#### Visual 5.2



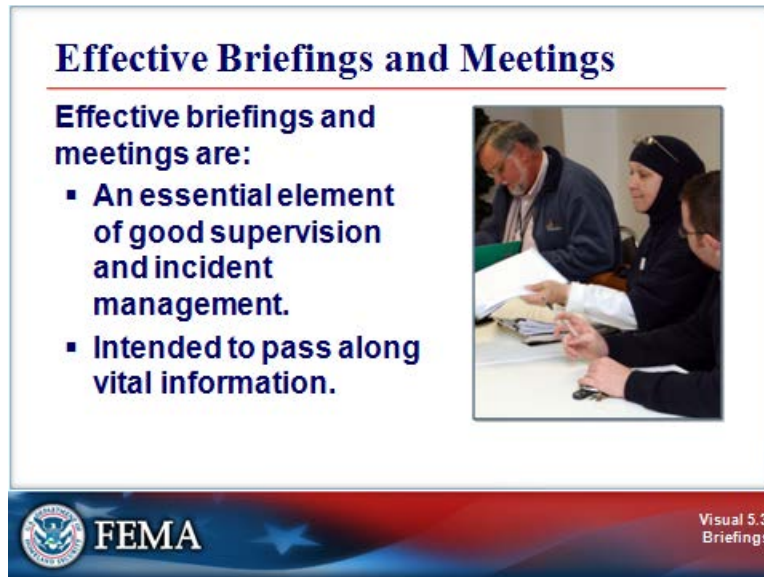
**Instructor Notes: Present the following key points.**

The objectives of this unit are as follows:

- Describe components of field, staff, and section briefings/meetings.
- Plan to give an operational period briefing.

### TYPES OF BRIEFINGS

#### Visual 5.3



**Instructor Notes: Present the following key points.**

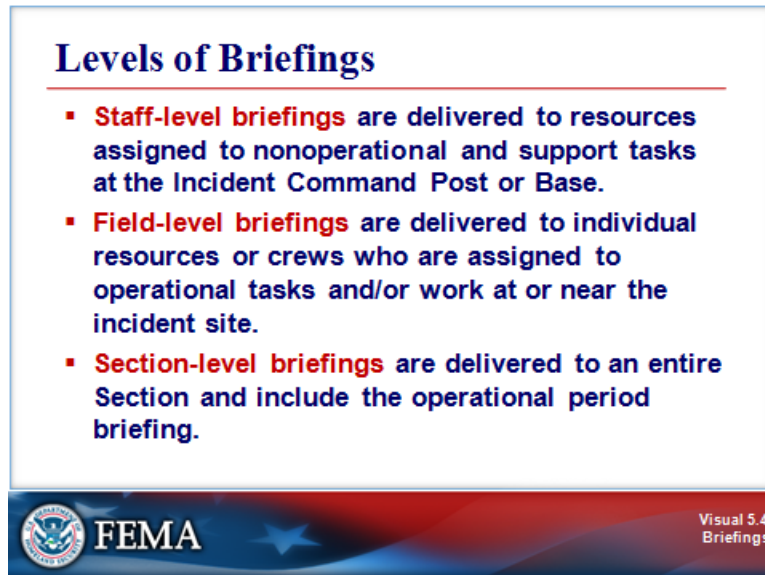
Effective briefings and meetings are:

- An essential element of good supervision and incident management.
- Intended to pass along vital information required in the completion of incident response actions.

Typically, these briefings are concise and do not include long discussions or complex decisionmaking. Rather, they allow incident managers and supervisors to communicate specific information and expectations for the upcoming work period and to answer questions.

### TYPES OF BRIEFINGS

#### Visual 5.4



#### Instructor Notes: Present the following key points.

There are three types of briefings/meetings used in ICS: staff level, field level, and section level.

- Staff-level briefings are delivered to resources assigned to nonoperational and support tasks at the Incident Command Post or Base.
- Field-level briefings are delivered to individual resources or crews who are assigned to operational tasks and/or work at or near the incident site.
- Section-level briefings are delivered to an entire Section and include the operational period briefing.

These three levels of briefing are described in more detail on the following page.

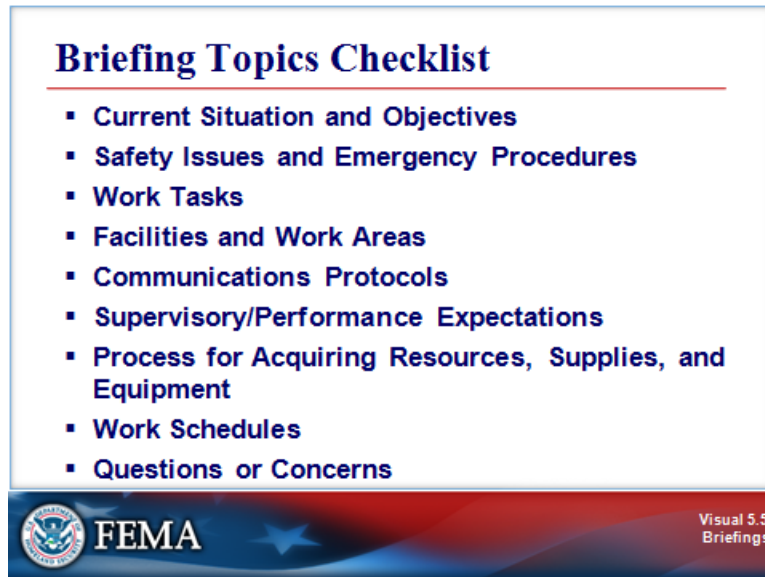


**TYPES OF BRIEFINGS****Visual 5.4 (Continued)****Three Levels of Incident Briefings**

<b>Briefing Type</b>	<b>Description</b>
<b>Staff-Level Briefing</b>	<p>This level typically involves resources assigned to nonoperational and support tasks that are commonly performed at the Incident Base or Command Post. These briefings will be delivered to individual staff members or full units within a Section. These briefings occur at the beginning of the assignment to the incident and as necessary during the assignment.</p> <p>The supervisor attempts to clarify tasks and scope of the work as well as define reporting schedule, subordinate responsibilities and delegated authority, and the supervisor's expectations. The supervisor will also introduce coworkers and define actual workspace, sources of work supplies, and work schedule.</p>
<b>Field-Level Briefing</b>	<p>This level typically involves resources assigned to operational tasks and/or work at or near the incident site. These briefings will be delivered to individual subordinates, full crews, or multiple crews such as Strike Teams or Task Forces and will occur at the beginning of an operational shift.</p> <p>The location will usually be near the work site or just prior to mobilization to the field. The supervisor attempts to focus the subordinates on their specific tasks and helps define work area, reporting relationships, and expectations.</p>
<b>Section-Level Briefing</b>	<p>This level typically involves the briefing of an entire Section (Operations, Planning, Logistics, or Finance/Administration) and is done by the specific Section Chief. These briefings occur at the beginning of the assignment to the incident and after the arrival of Section supervisory staff. The Section Chief may schedule periodic briefings at specific times (once per day) or when necessary. A unique briefing in this category is the <b>operational period briefing</b> (also called a shift briefing). Here, the Operations Section Chief presents the plan for all operational elements for the specific operational period. This specific briefing is done at the beginning of each operation shift and prior to the operational resources being deployed to the area of work. Often, a field-level briefing will take place subsequent to the completion of the operational period briefing.</p> <p>During any Section-level briefing, the supervisor attempts to share incident-wide direction from the Incident Commander, how the direction impacts the Section staff, and specific ways the Section will support the Incident Commander's direction. The supervisor will establish Section staffing requirements, Section work tasks, Section-wide scheduling rules, and overall timelines for meetings and completion of work products.</p>

### BRIEFING INFORMATION

#### Visual 5.5



**Instructor Notes: Present the following key points.**

Below is a list of topics that you may want to include in a briefing:

- Current Situation and Objectives
- Safety Issues and Emergency Procedures
- Work Tasks
- Facilities and Work Areas
- Communications Protocols
- Supervisory/Performance Expectations
- Process for Acquiring Resources, Supplies, and Equipment
- Work Schedules
- Questions or Concerns


### ACTIVITY: BRIEFING INFORMATION

#### Visual 5.6

**Activity: Briefing Information**

**Instructions:** Working in your team . . .

1. Each group will be assigned one type of briefing (staff, field, section).
2. For the assigned type of briefing, list the specific types of information that you think should be in briefings. You may want to refer to the two previous visuals.
3. Choose a spokesperson to present your findings to the class. Be ready to present your list in 10 minutes.



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Visual 5.6  
Briefings

**Instructor Notes:** Present the following key points.

**Activity Purpose:** To give the students practice at sifting out the appropriate details when preparing for an incident briefing, so that only information that is pertinent to the audience is covered in the briefing.

**Time:** 15 minutes

**Instructions:** Working in your group:

1. Each group will be assigned one type of briefing (staff, field, section).
2. For the assigned type of briefing, list the specific types of information that you think should be in briefings. You may want to refer to the two previous visuals.
3. Choose a spokesperson to present your findings to the class. Be ready to present your list in 10 minutes.

**Debrief Instructions:** Working in your group:

1. Monitor the time. After 10 minutes, call time.
2. Ask each spokesperson to present the team's list of information.
3. Compare the similarities and differences among the lists.
4. Summarize the main learning points from this activity.

### ACTIVITY: BRIEFING INFORMATION

#### Visual 5.7

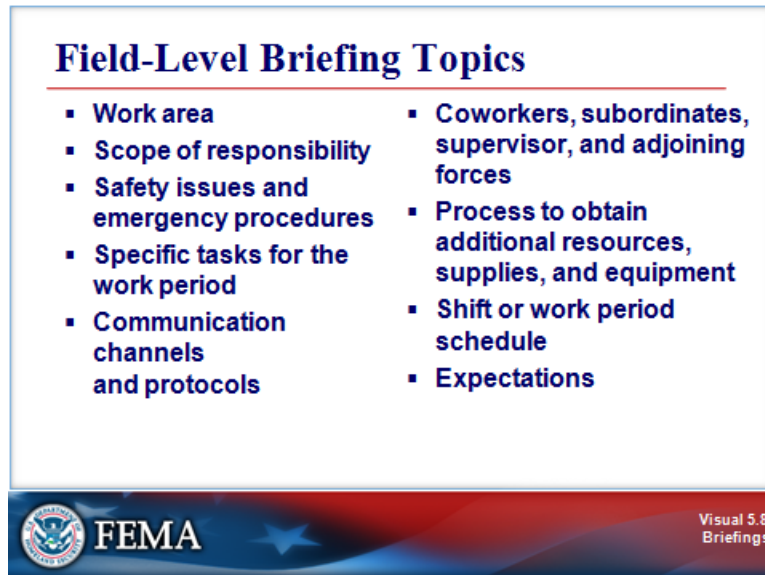


**Instructor Notes:** Present the following key points.

**Note:** This visual is not in the Student Manual. Use this visual to compare to the items identified by the participants in the previous activity.

### ACTIVITY: BRIEFING INFORMATION

#### Visual 5.8

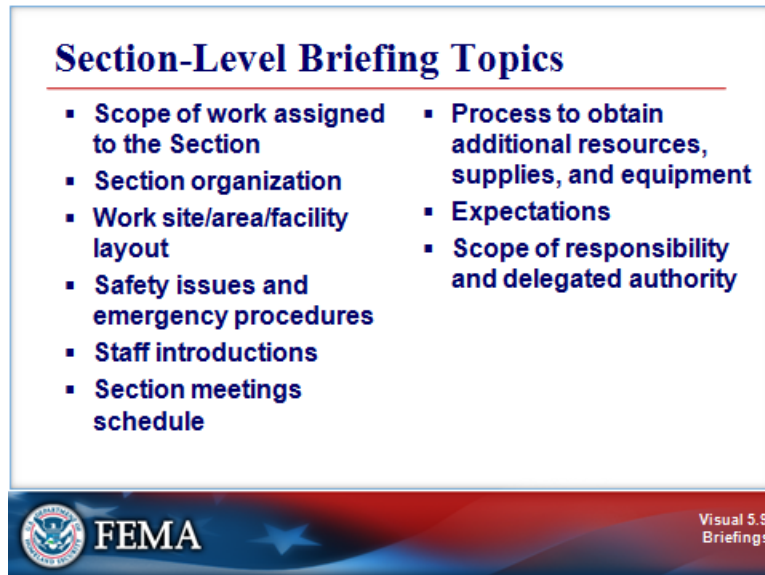


**Instructor Notes:** Present the following key points.

**Note:** This visual is not in the Student Manual. Use this visual to compare to the items identified by the participants in the previous activity.

### ACTIVITY: BRIEFING INFORMATION

#### Visual 5.9



**Instructor Notes:** Present the following key points.


**Note:** This visual is not in the Student Manual. Use this visual to compare to the items identified by the participants in the previous activity.


### OPERATIONAL PERIOD BRIEFING

#### Visual 5.10

### Operational Period Briefing

- Is conducted at the beginning of each operational period.
- Presents the Incident Action Plan for the upcoming period to personnel within the Operations Section.
- Should be concise.



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Visual 5.10  
Briefings

#### Instructor Notes: Present the following key points.

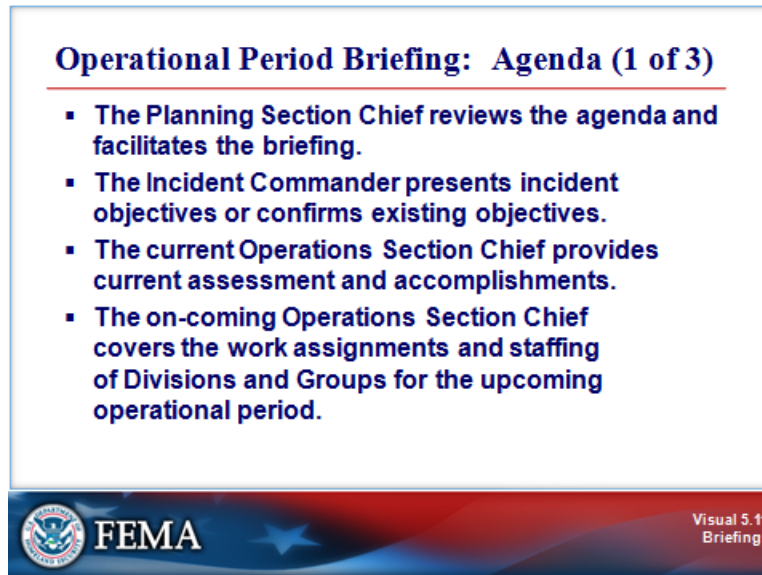
The operational period briefing:

- Is conducted at the beginning of each operational period.
- Presents the Incident Action Plan for the upcoming period to supervisory personnel within the Operations Section.
- Should be concise.

In addition to the Operations Section Chief, at the operational period briefing the other members of the Command and General Staffs as well as specific support elements (i.e., Communications Unit, Medical Unit) can provide important information needed for safe and effective performance during the shift.

### OPERATIONAL PERIOD BRIEFING

#### Visual 5.11



#### Instructor Notes: Present the following key points.

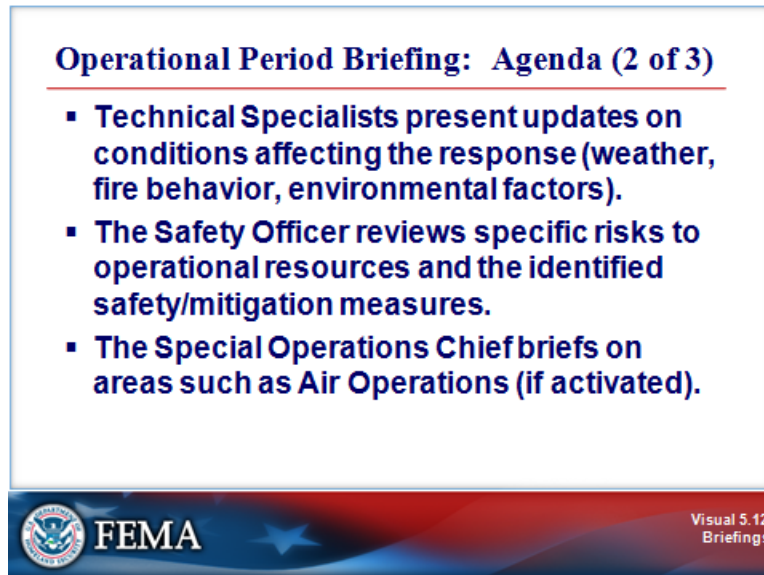
The operational period briefing is facilitated by the Planning Section Chief and follows a set agenda. A typical briefing includes the following:

- The Planning Section Chief reviews the agenda and facilitates the briefing.
- The Incident Commander presents incident objectives or confirms existing objectives.  
Note: Objectives may be presented by the Planning Section Chief.
- The current Operations Section Chief provides current assessment and accomplishments.
- The on-coming Operations Section Chief covers the work assignments and staffing of Divisions and Groups for the upcoming operational period.



### OPERATIONAL PERIOD BRIEFING

#### Visual 5.12



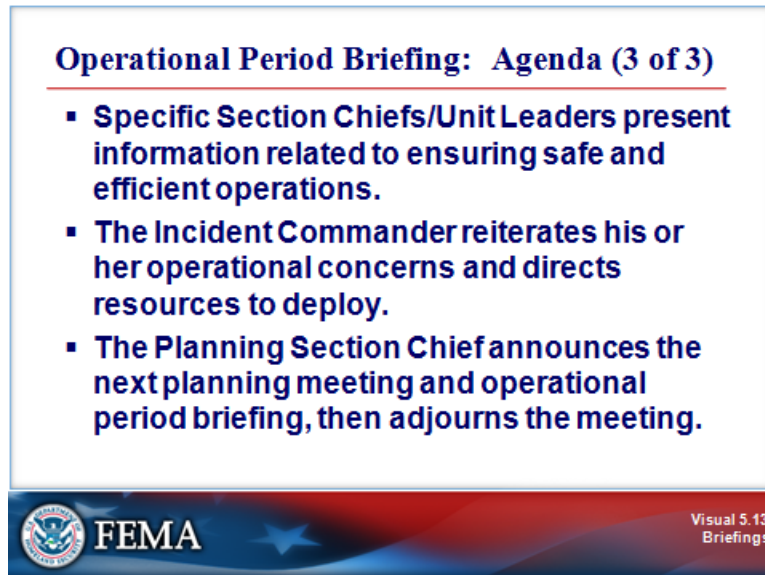
#### Instructor Notes: Present the following key points.

Other elements of a typical briefing include the following:

- Technical Specialists present updates on conditions affecting the response (e.g., weather, fire behavior, environmental factors).
- The Safety Officer reviews specific risks to operational resources and the identified safety/mitigation measures.
- The Special Operations Chief briefs on areas such as Air Operations (if activated).

### OPERATIONAL PERIOD BRIEFING

#### Visual 5.13



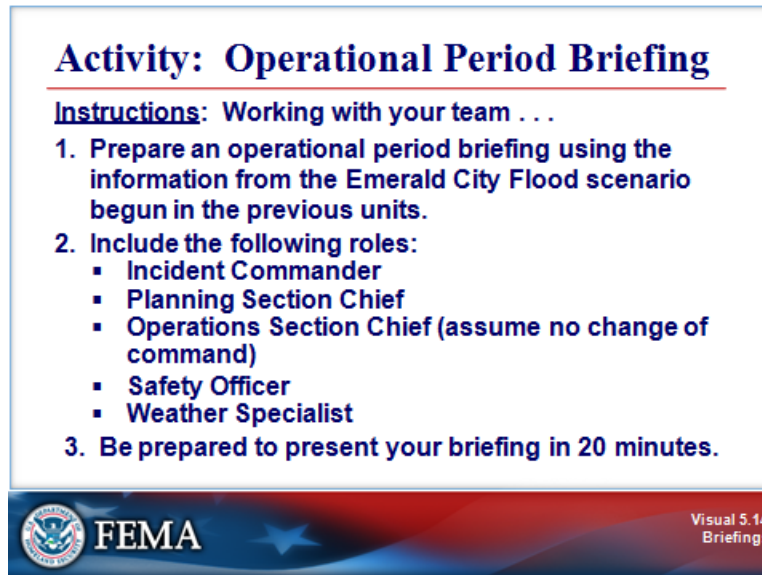
#### Instructor Notes: Present the following key points.

Other elements of a typical briefing include the following:

- Specific Section Chiefs/Unit Leaders present information related to ensuring safe and efficient operations.
- The Incident Commander reiterates his or her operational concerns and directs resources to deploy.
- The Planning Section Chief announces the next planning meeting and operational period briefing, then adjourns the meeting.

### ACTIVITY: OPERATIONAL PERIOD BRIEFING


#### Visual 5.14



**Activity: Operational Period Briefing**

**Instructions:** Working with your team . . .

1. Prepare an operational period briefing using the information from the Emerald City Flood scenario begun in the previous units.
2. Include the following roles:
  - Incident Commander
  - Planning Section Chief
  - Operations Section Chief (assume no change of command)
  - Safety Officer
  - Weather Specialist
3. Be prepared to present your briefing in 20 minutes.

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Visual 5.14  
Briefings

**Instructor Notes:** Present the following key points.

**Activity Purpose:** To give students practice at preparing and presenting briefings.

**Time:** 55 minutes

**Instructions:** Working in your team:

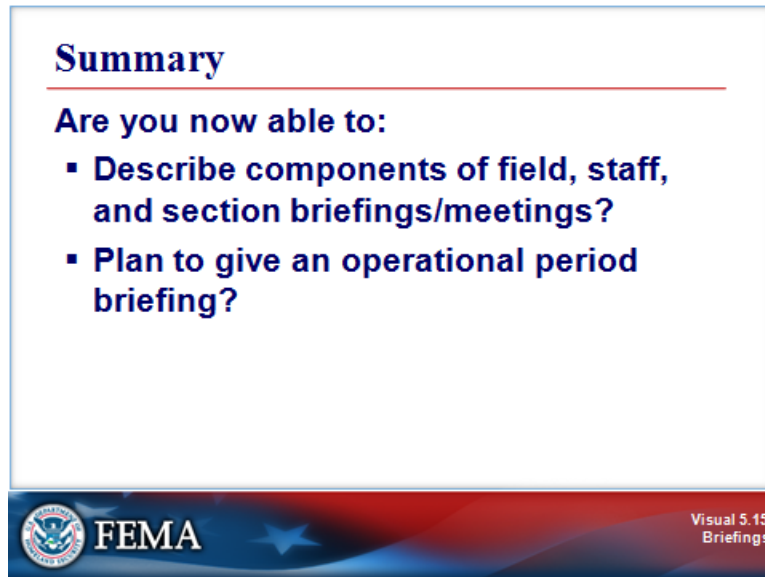
1. Prepare an operational period briefing using the information from the Emerald City Flood scenario begun in the previous units.
2. Include the following roles:
  - Incident Commander
  - Planning Section Chief
  - Operations Section Chief (assume no change of command)
  - Safety Officer
  - Weather Specialist
3. Be prepared to present your briefing in 20 minutes.

**Debrief Instructions:** Working in your team:

1. Monitor the time. After 20 minutes, call time.
2. Pair up the teams. Have the teams take turns presenting the briefings to each other:
  - Round 1
    - Team 1: Present the operational period briefing.
    - Team 2: Participate as resources being briefed. Ask questions as appropriate.
  - Round 1 Feedback
    - Team 1 Self-Assessment: Strengths of Presentation and Areas for Improvement
    - Team 2 Peer Feedback
    - Instructor Feedback
  - Round 2
    - Reverse roles: Team 2 presents and Team 1 role plays the resources being briefed.
3. Wrap up the exercise with a summary of observations, strengths, and areas to work on.

### SUMMARY

#### Visual 5.15



**Instructor Notes: Present the following key points.**

Are you now able to:

- Describe components of field, staff, and section briefings/meetings?
- Plan to give an operational period briefing?